

**AFFIRMATIVE
ACTION
EQUAL
EMPLOYMENT
OPPORTUNITY
PROGRAM**



**Diversity:
“The Key to Universal Empowerment”**

2005 ANNUAL REPORT



LEON COUNTY BOARD OF COUNTY COMMISSIONERS

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INTRODUCTION

Leon County Government subscribes to the philosophy that an appreciation for, and management of a diverse workforce, enhances the quality of life for all citizens of Leon County. The Theme of the 2003-2004 Affirmative Action/Equal Employment Opportunity Annual Report, **Diversity; “The Key to Universal Empowerment,”** identifies the efforts of the Affirmative Action/Equal Employment Opportunity Program to develop and maintain a workforce that is prepared to meet the needs of a diverse and growing community.

This 2003-2004 Affirmative Action/Equal Opportunity Annual Report reviews, analyzes and compares the Board’s workforce demographics to those of the local labor market. It also provides an affirmative action plan to create parity in the utilization of females, African-Americans, and Other Minorities where disparity exists. Also, discussed are specific programs and activities that serve to increase community outreach and recruitment efforts. A look at the Boards’ new hires, promotions, and terminations are also included. **This report details the Board of County Commissioners workforce demographics for the fiscal year ending September 2004** and will serve as the organization’s affirmative action plan until the 2004-2005 report is developed and adopted by the Board of County Commissioners.

Leon County’s goal is to hire, develop and maintain a high quality, a high performance workforce. Emphasis will continue to be on hiring the most qualified individual for all job vacancies. Through collaborative efforts, administrators, managers, supervisors and other employees improve the level and quality of service to the community. By removing the barriers that differences can sometimes create, Leon County unlocks the untapped resources and talents of all employees.

As outlined in Leon County’s Policies and Procedures Manual, it has been the policy of Leon County Board of Commissioners to subscribe to the principle of Equal Employment Opportunity. Units of Leon County Government comply with all federal, state, and other applicable laws prohibiting discrimination in employment based on race, color, religion, sex, sexual orientation, national origin, age, or disabled status.

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ROLES AND RESPONSIBILITIES

Each employee has a role in the promotion of the Affirmative Action Plan and adherence to the identified goals. Listed below are the responsibilities of each employee:

The **Board of County Commissioners**, approves goals identified in the Affirmative Action Plan.

The **County Administrator**, has overall responsibility for the administration and enforcement of the Affirmative Action Plan.

The **Employee Relations Coordinator**, monitors, reviews, compiles, and analyzes statistical data on all employment activity. The Employee Relations Coordinator identifies areas of deficiency and provides findings and recommendations for improvement to the County Administrator, Department and Division heads, supervisors, and employees, when appropriate. The Employee Relations Coordinator assists in setting identified goals, monitors progress and informs the County Administrator of the organization's progress in meeting goals of the Plan. The Employee Relations Coordinator designs, implements and monitors internal reporting systems to measure the Plan's effectiveness. The Employee Relations Coordinator investigates all employment complaints of discrimination and disparate treatment and serves as liaison between the Board of County Commissioners and regulatory agencies concerned with civil rights enforcement.

Group and Division Directors, along with the Employee Relations Coordinator, are jointly responsible for planning and coordinating efforts in outreach/special recruitment and implementing the goals of the Affirmative Action Plan. The goals are based on the natural attrition or turnover in the organization. Each Department and Division Head is responsible for his or her unit's compliance with the Plan. Department and Division Heads are responsible for identifying assistance needs and notifying the Employee Relations Coordinator when assistance is needed.

Supervisors, play a key role in all aspects of the employment process and are responsible for the application and monitoring of the Affirmative Action Plan. Other responsibilities include identifying issues of concern, outreach/special recruitment, and educating staff in the concept, purpose, and goals of the Affirmative Action Plan.

All Employees, have a responsibility to foster cooperation, courtesy, respect, and fairness in the workplace.

GENERAL DEFINITIONS

The general definitions contained in this report are adapted from the Equal Employment Opportunity Commission (EEOC), Chapters 17, 18, 29, and 110.10 CFR.

Affirmative Action: A concept which charges employers to take positive steps to improve the work opportunities of racial and ethnic minorities, women, and persons belonging to other groups who have been deprived of job opportunities. Affirmative Action was designed to remedy the effects of past practices of racial and gender discrimination and to afford those affected an opportunity to "catch up" to their rightful place had there been no discrimination.

Affirmative Action Plan: A document that compares the distribution of minorities and females in an employer's workforce to that of the available labor market. The plan should include organizational goals, timetables and specific programs indicating how the employer plans to move its workforce from current status to parity with the local labor market. This document is required of all employers who receive federal funds.

Employment Process: Includes outreach and recruitment, hiring, job placement, compensation, promotion, transfer, termination, job assignment, and any other activity related to employment.

Equal Employment Opportunity: Maintains that everyone has an equal opportunity for employment based upon qualification, regardless of race, color, religion, age, sex, disability, or national origin.

Labor Market/Recruiting District: The geographic area from which an employer may reasonably expect to recruit skilled labor to comprise its workforce.

Managing Diversity: Acknowledging and valuing the differences of race, gender, and level in the organization and moving toward inclusiveness to obtain the maximum use of all human resources.

Minorities: Racial or ethnic groups smaller than or different from the historically larger and dominant groups. This term has also been applied to individuals with a disability and veterans.

Protected Class Groups: Individuals who have, in the eyes of Congress and the courts, borne the brunt of discriminatory employment practices. Historically, this term has been applied to African-Americans, females and other racial and minority groups.

Workforce Composition: The race, sex, and job classification of an employer's labor force.

EEO CODE 10 - Administrators: Occupations in which employees exercise overall responsibilities for execution of policies, or direct individual departments or specialized consultation on a regional, district or area basis.

EEO CODE 20 - Professionals: Occupations which require specialized and theoretical knowledge usually acquired through college training or work experience and other training which provide comparable knowledge.

EEO CODE 30 - Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post secondary school education or through equivalent on-the-job training.

EEO CODE 40 - Protective Service: Occupations in which workers are entrusted with public safety, security, and protection. Positions such as Animal Control Officer, Mosquito Control Workers and Probation/Pre-trial Release Officers are classified in this category.

EEO CODE 50 - Para-professionals: Occupations in which workers perform some of the duties of a professional or a technician in a supportive role, which usually requires less formal training and/or experience than is normally required for professional or technical status.

EEO CODE 60 - Administrative Support: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office.

EEO CODE 70 - Skilled Craft: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

EEO CODE 80 - Service Maintenance: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, or hygiene of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may also operate machinery.

DESCRIPTION OF LEGAL AUTHORITY

Affirmative Action's authority, as applicable to Leon County Board of County Commissioners' policies and practices, is derived from a number of legal sources. Some of the most noted laws regarding Affirmative Action and Equal Employment Opportunity include:

U.S. Constitution: Impose strict limitations on the ability of government (federal, state, or local) to infringe on the rights or interest of any individual in the employment setting when it is acting as an employer. The Fourteenth Amendment prohibits state and local governments from denying any person equal protection of the laws.

Civil Rights Act of 1871: Required affirmative relief to insure that those discriminated against in the past because of race, sex, or national origin will gain employment positions they would have attained had there been no discrimination.

Equal Pay Act of 1963: Provides equal pay for equal work regardless of sex. This provision of the Fair Labor Standards Act was amended in 1974 to include state and local government employees.

Title VI of the Civil Rights Act of 1964: Provides that state and local government units which receive federal funds may not discriminate in the employment practices against persons on the grounds of race, color, or national origin.

Title VII of the Civil Rights Act of 1964: Prohibits employment discrimination based on race, color, sex, religion, or national origin. In 1972 the act was amended to specifically include public employers and public schools.

Age Discrimination in Employment Act of 1967: Makes it unlawful to discriminate against employees or job applicants because of their age when they are more than 40.

Title I of the Civil Rights Act of 1968: Imposes criminal penalties for interference with a person's civil rights, including employment rights.

Executive Order 11246: signed into law under Lyndon B. Johnson, requires "affirmative action" by those agencies which receive funds through the federal government. Under this order, employers are instructed to conduct a "utilization analysis" and write an "Affirmative Action Plan" that includes goals and timetables for the increased utilization of minorities and women.

The Florida Human Relations Act of 1977: Prohibits employment discrimination based on race, color, religion, sex, national origin, age, disability or marital status. The Act applies to employers of 15 or more people.

Civil Rights Act of 1991: Provides new rights such as the availability of compensatory and punitive damages and the right to a jury trial in discrimination cases and expands certain rights in response to recent Supreme Court decisions.

The Americans with Disabilities Act of 1990: Title I prohibits discrimination against a qualified individual with a disability in all employment practices and imposes an obligation for employers to make reasonable accommodations unless doing so would impose an undue hardship. The U.S. Department of Justice, Office of Federal Contract Compliance Programs (OFCCP), maintains jurisdiction over those agencies which through contract or subcontract receive federal funds. Title II of the Act requires access for the disabled community to all public programs, services and activities regardless of whether or not these entities receive any type of federal funding.

As a means of monitoring an organization's affirmative action efforts and compliance with applicable laws, the Equal Employment Opportunity Commission requires employers of 15 or more employees to keep a record of the composition of its workforce by race, sex, and job classification and that such information is provided to them biannually (EEO4 Report).

LABOR MARKET AND WORKFORCE STATISTICS

The table below displays demographics of the local labor market (recruiting district) as captured by the 2000 census. A local labor market is defined as the geographic region in which an organization can reasonably expect to obtain people to make up its workforce. Throughout this report, the labor market may also be referred to as the recruiting district. **Leon County Board of County Commissioners' labor market includes four (4) Florida counties (Leon, Jefferson, Wakulla, and Liberty County), and two (2) South Georgia counties (Grady and Thomas County).** EEO surveys, which are included in all job applications, indicate that these geographic regions account for the greatest percentages of applicants for position vacancies advertised by the Board of County Commissioners. Data shown in the chart below was provided by both the Florida and Georgia Departments of Labor.

Table 1: Local Labor Market

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	22011	3369	15.3%	17775	80.8%	867	3.9%		12723	57.8%	9288	42.2%
Professional	42479	7688	18.1%	31730	74.7%	3061	7.2%		19879	46.8%	22580	53.2%
Technicians	4518	1105	24.5%	3095	68.5%	318	7.0%		1688	37.4%	2825	62.5%
Protect Serv.	25816	9810	38.0%	14330	55.5%	1676	6.5%		11941	46.3%	13875	53.7%
Admin. Support	32206	8345	25.1%	23120	69.6%	1721	5.2%		8987	27.1%	24219	72.9%
Skilled Craft	13025	2893	22.2%	9590	73.6%	542	4.2%		12231	93.9%	794	6.1%
Serv. Maintenance	7286	2418	33.2%	4225	58.0%	643	8.8%		6186	84.9%	1100	15.1%
Total	148341	35628	24.0%	103865	70.0%	8828	6.0%		73635	49.6%	74681	50.3%

Sources: FI Dept. of Labor (2000 Census)
GA Dept. of Labor (2000 Census)

A review of the labor market shows 148,341 employable people within Leon County's recruiting district. Of that number, African Americans number 35,628 representing 24.0%. Whites number 103,865 comprise 70.0%; and 8,828 Other Minorities account for 6.0% of the local labor market. Overall review by gender reveals 73,635 males constitute 49.6% and 74,681 females comprise 50.3% of the total.

The table below displays demographics of the Board of County Commissioner's workforce at the close of fiscal year 2003-2004.

Table 2: BCC 2004 Workforce

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	28	5	17.9%	22	78.6%	1	3.6%		21	75.0%	7	25.0%
Professional	156	25	16.1%	123	79.4%	7	4.5%		71	45.8%	85	54.2%
Technicians	49	6	12.2%	39	82.6%	4	8.2%		36	73.5%	13	26.5%
Protect Serv.	94	20	21.3%	71	75.5%	3	3.2%		69	73.4%	25	26.6%
Para-professionals	57	15	26.3%	41	71.9%	1	1.8%		25	43.9%	32	56.1%
Admin. Support	153	64	41.8%	80	52.3%	9	5.9%		23	15.0%	130	85.0%
Skilled Craft	41	12	29.3%	29	70.7%	0	0.0%		41	100.0%	0	0.0%
Serv. Maintenance	154	92	59.7%	59	38.3%	3	1.9%		147	95.5%	7	4.5%
Total	731	239	32.7%	464	63.5%	28	3.8%		433	59.2%	298	40.8%

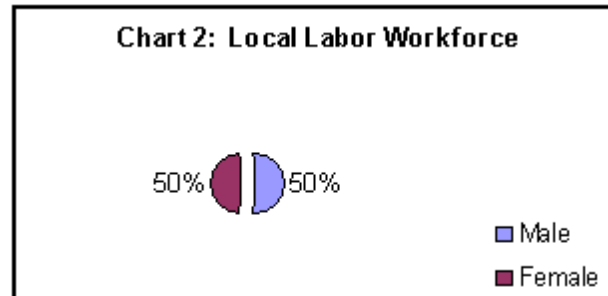
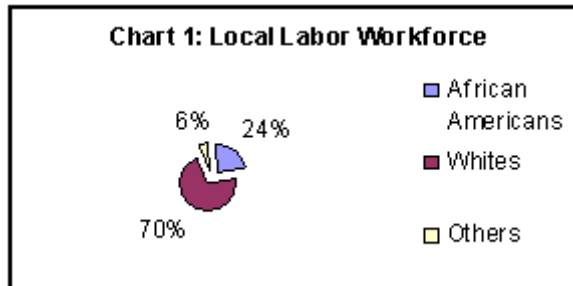
As illustrated above, FY 2003-2004 workforce consisted of 731 full-time and part-time staff members. This number represents an increase of Sixty-nine (69) additional positions for the Emergency Medical Services (EMS) Division that was activated by Leon County in December 2003. With the addition of EMS, 239 African-Americans account for 32.7% of the total workforce; 464 Whites reflect 63.5%; and 28 Other Minorities constitute 3.8% of the total. A review of the workforce by gender shows 433 males account for 59.2%, and 298 females represent 40.8% of the workforce.

A plan for affirmative action is based upon a comparison of local labor market availability and the Board's employment of minorities and women. The local labor market has no employees in the para-professional job category, however, the BCC workforce shows 57 employees for this job category. This job category will not show a comparative analysis due to non availability of comparative data. Underutilization occurs when utilization of a protected class in the workforce is 10% or greater below that showed in the local labor market. Underutilization will be addressed beginning on page 42.

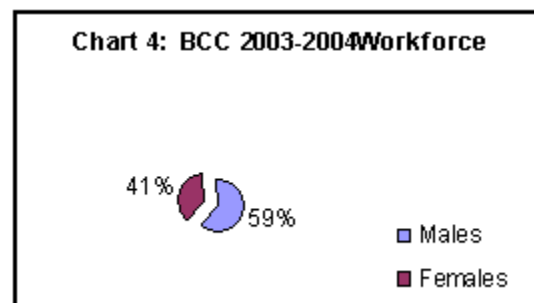
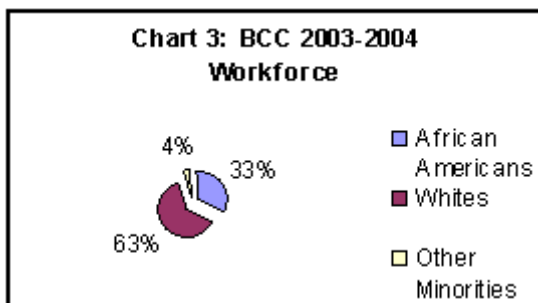
Overall comparison of the local labor market indicates that African-Americans account for 32.7% of the Board's total workforce and 24.0% of the local labor market; Whites represent 63.5% of the Board's workforce and 70.0% of the labor market; and Other Minorities represent 3.8% of the Board workforce and 6.0% of the labor market. A comparison by gender shows males comprise 59.2% of the Board's workforce and 49.6% of the labor market; and Females constitute 40.8% of all Board employees and 50.3% of the local labor market.

PIE CHARTS - LOCAL LABOR AND BCC WORKFORCES

The charts below represent the local labor market demographics and the BCC workforce demographics by race and gender.



The 35,628 African-Americans represent 24.0% of the local labor market. The 103,865 White employees represent 70.0% and Other Minorities consist of 8,828 employee or 6.0%. The 73,635 males represent 49.6%, while 74,681 females represent 50.3% of the local labor market.

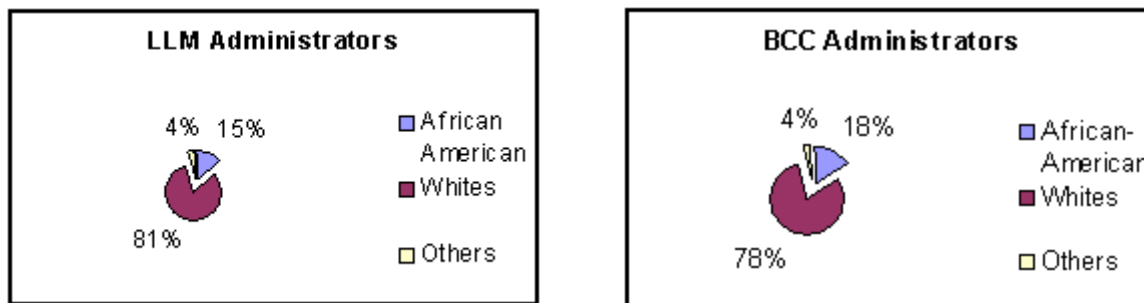


239 African-Americans represent 32.7%, 464 White employees represent 63.5% and 28 Other Minorities represent 3.8% of the BCC Workforce. The 433 Males represent 59.2%, and 298 Females represent 40.8% of the total BCC Workforce.

COMPARATIVE ANALYSIS OF WORKFORCE AND LABOR MARKET BY JOB CLASS AND RACE

This section contains a comparison of the racial composition of the Board's workforce to the local labor market for the six counties that supply the majority of the Board's job applicants. This information is presented by job categories to identify areas where protected classes may not be adequately represented.

Administrators

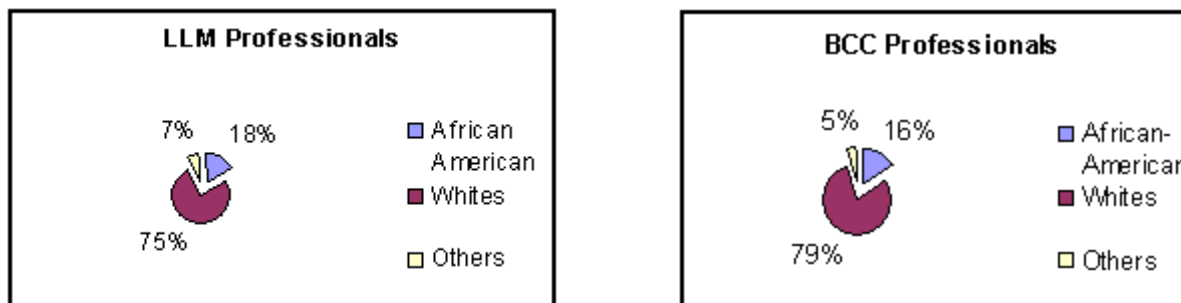


African-American Administrators. Five (5) African-Americans serve in Administrator positions as Department and Division Directors, which account for 17.9% of all staff in Official/Administrator positions. Labor market statistics indicate African-American Administrators represent 15.3% of the labor market.

White Administrators. White employees occupy 22 or 78.6% of the Board's Administrator positions. Labor market demographics indicate White employees' account for 80.8% of all administrators.

Other Minorities Administrators. One (1) Other Minorities represents 3.6% of the organization's workforce. Other Minorities in the labor market represent 3.9% of all administrators.

Professionals

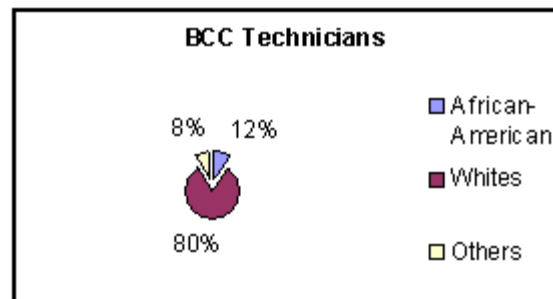
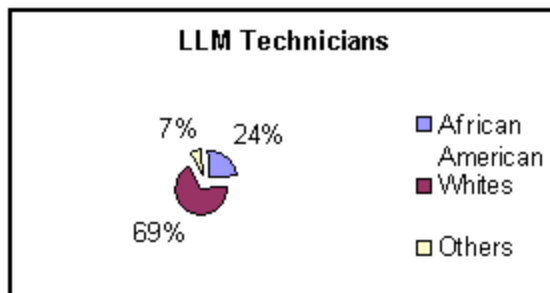


African-American Professionals. 25 African-Americans in professional positions constitute 16.1% of all workers in this job category. Review of labor market statistics indicated African-Americans maintain 18.1% of professionals in this class.

White Professionals. 123 White employees occupy 79.4% of all professional positions in the Board's workforce. Labor market statistics indicate White employees account for 74.7% of all professionals.

Other Minorities Professionals. Seven (7) Other Minorities in professional positions represent 4.5% of all workers in this job category. The local labor market figures indicate that members of Other Minorities groups account for 7.2% of the market.

Technicians

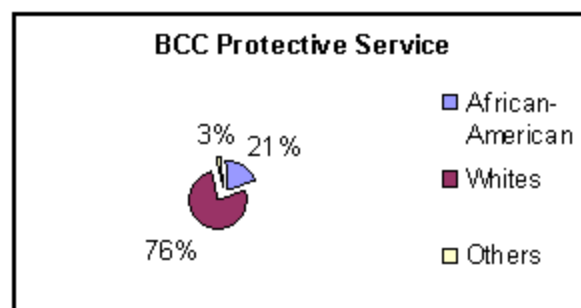
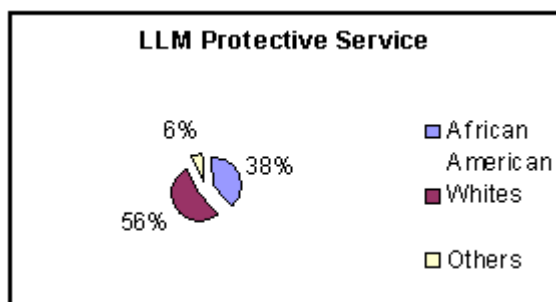


African- American Technicians. Of the 49 technicians employed by the Board last year, six (6) or 12.2% were of African-American decent. Comparatively, African-Americans constitute 24.5% of local labor market in technicians classed positions. **This represent a 12.3 % underutilization** of African American in this job category.

White Technicians. 39 White employees occupy technicians positions in the Board's workforce representing 79.6% of all workers in this job category. Labor market statistics indicate White employees maintain 68.5% of the available technicians positions.

Other Minorities Technicians. Four (4) or 8.2% of Other Minorities were employed in technicians classed positions in the Boards's workforce. Other Minorities technicians maintain 7.0% in the local labor market.

Protective Service



African-American Protective Service. Of the 94 Protective Service positions employed by the Board last year, 20 were African-Americans representing 21.3% of this job category. The local labor statistic shows African-Americans represent 38.0% of available market. This represent a 16.7 % underutilization of African American in this job category

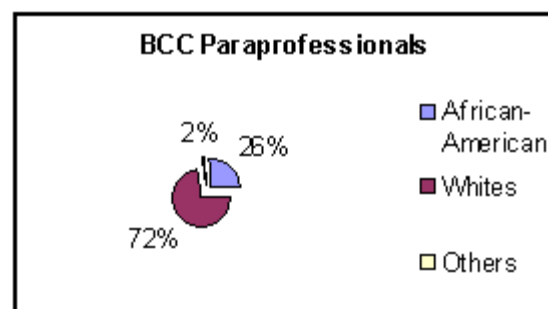
White Protective Service. White employees account for 71 or 75.5% of all employees in this job category within the Board's workforce. Review of labor market statistics indicates White employees represent 55.5% of workers in this job class.

Other Minorities Protective Service. At the close of fiscal year 2004, three (3) or 3.2% of this job category was represented by Other Minorities in the Board's workforce. Local labor market statistics indicate that Other Minorities account for 6.5% of all workers in this class.

Para-professional

A review of the local labor market demographics indicates that there are no employees represented in this job category, however, there are fifty-six (56) employees represented in the Board's workforce.

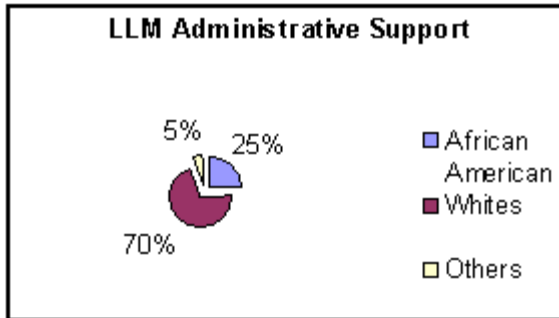
LLM has no data on this job category



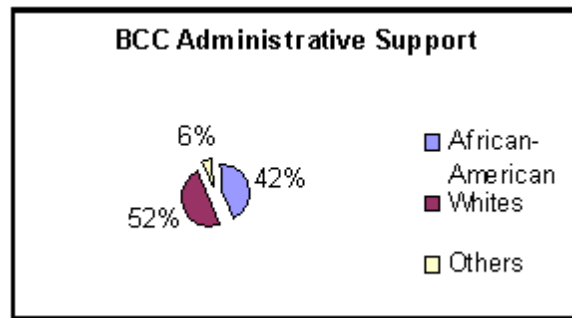
African-American Para-professionals. Of the 57 Para-professional employed by the Board, 15 or 26.3% of Para-professional positions are occupied by African Americans.

White Para-Professional. White employees represent 41 or 71.9% of the Board's employees in this job category.

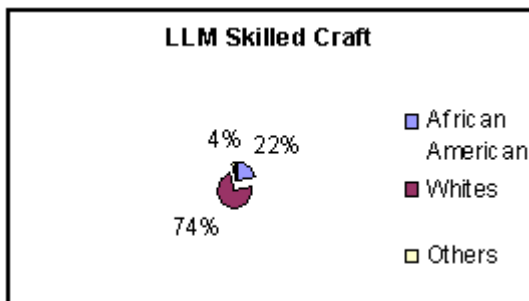
Other Minorities Para-professional. One (1) or 1.8% constitutes Other Minorities in this job category.



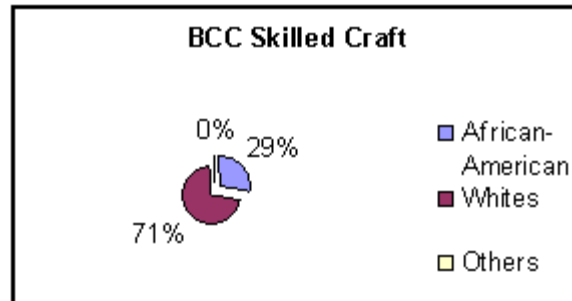
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African-American Administrative Support. Of the 153 employees who serve as Administrative Support staff in the Board's workforce, 64 or 41.8% are African-Americans. Labor market statistics indicate African-American's account for 25.1% of available workers in this job category. The Board exceeds the local market by 16.7%.



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constitute 52.3% of the Board's Administrative Support personnel, while in the labor market, White employees account for 69.6% of all workers in the job category.

Other Minorities Administrative Support. At the close of the Board's Fiscal Year 2003, nine (9) Other Minorities held Administrative Support positions, representing 5.9% of workers in this job category. Other Minorities account for 5.2% of the available local labor market.

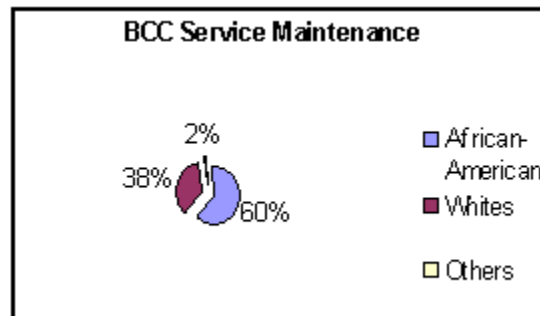
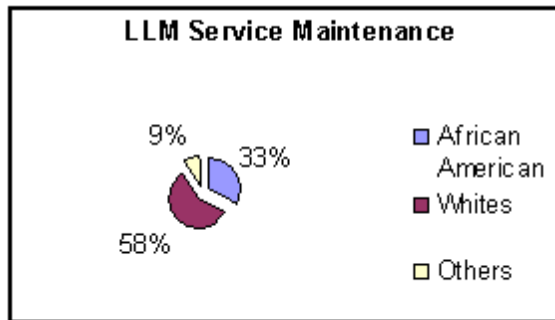
Skilled Craft

African-American Skilled Craft. Of the 41 employees who work as skilled craft, 12 or 29.3% are filled by African-Americans. Statistics indicate African-Americans maintain 22.2% of skilled craft positions in the local labor market.

White Skilled Craft. Of the 41 employees who work in skilled craft positions, 29 or 70.7% are Whites. Review of labor market statistics indicates White employees represent 73.6% of all skilled craft workers.

Other Minorities Skilled Craft. There are no Other Minorities employed in the Board's workforce. Comparatively, Other Minorities represent 4.2% of the skilled craft labor market.

Service Maintenance



African-American Service Maintenance. Of the 154 employees working in Service Maintenance positions, 92 or 59.7% are African Americans. A review of the labor market demographics in this job category reveals African-Americans maintain 33.2% of the total. The Board exceeds the local market in utilization of African Americans by 26.5%.

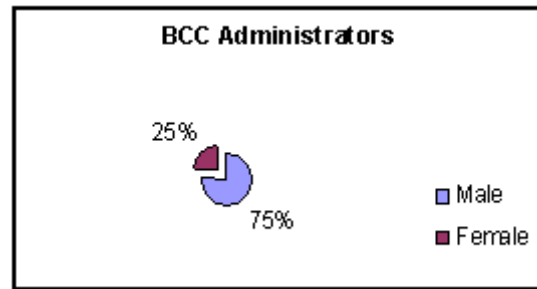
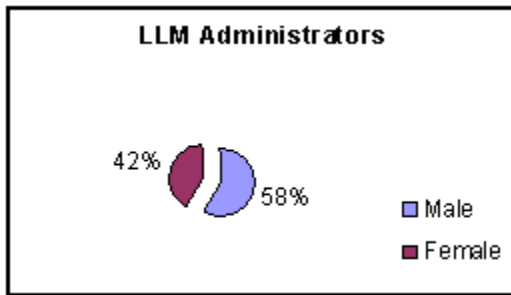
White Service Maintenance. 59 White employees account for 38.3% of the 154 employees who occupy these positions in the Board's workforce, while in the local market, White employees maintain 58.0% of the total.

Other Minorities Service Maintenance. Three (3) Other Minorities account for 1.9% of Service Maintenance workers in the Board's workforce. Comparatively, Other Minorities represent 8.8% of Other Minorities Service Maintenance workers in the labor market.

COMPARATIVE ANALYSIS OF WORKFORCE AND LABOR MARKET BY JOB CLASS AND GENDER

This section contains a comparison of the gender composition of the Board's workforce to the local labor market for the six counties that supply the majority of the Board's job applicants.

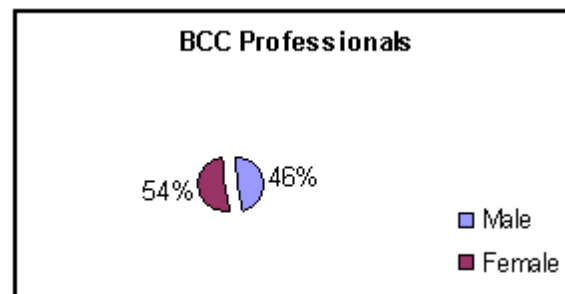
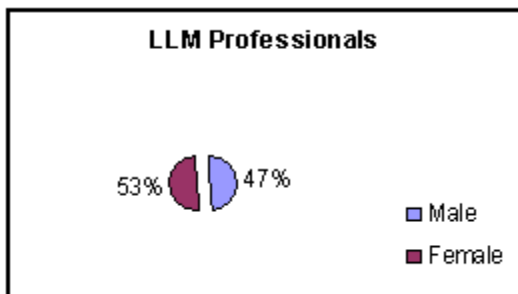
Administrators



Male Administrators. Of the 28 employees who serve in Administrator positions as Department and Division Directors as well as Program Managers, 21 or 75.0% are males. Local labor market statistics indicate that males occupy 57.8% of the available workforce.

Female Administrators. Of the 28 employees who serve in Administrator positions in the Leon County workforce, 7 or 25.0% are females. Comparatively, the available labor market statistics indicate females occupy 42.2% of labor market. **This represent a 17.2% underutilization** of females in this job category.

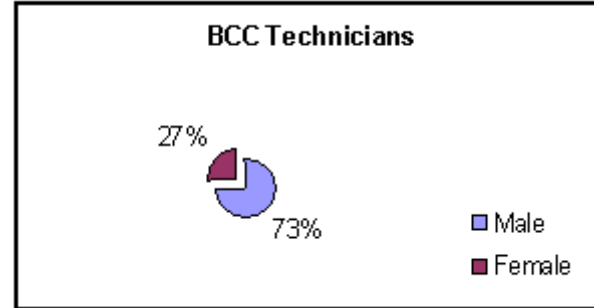
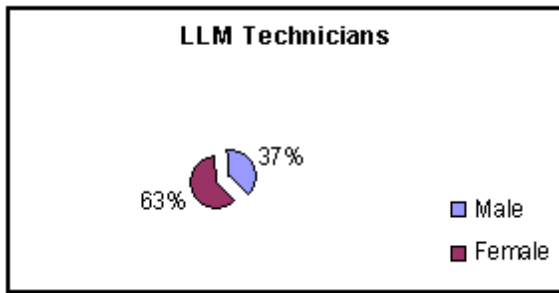
Professionals



Male Professionals. A review of the 155 employees in the Leon County workforce, 71 or 45.8% of the professionals are males. Comparatively, males occupy 46.8% of the local labor market.

Female Professionals. 84 or 54.2% of all professionals in Leon County workforce are females. Females comprise 53.2% of the available local Market.

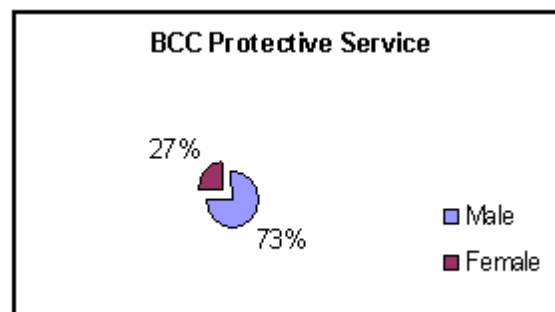
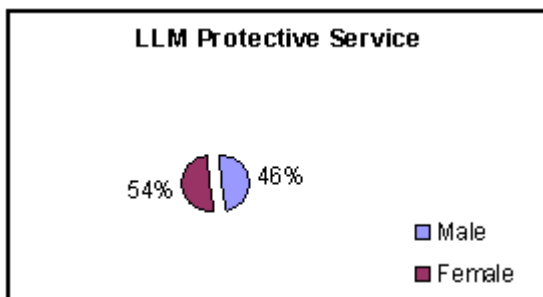
Technicians



Male Technicians. Of the 49 employees who serve as technicians in the Board's workforce, 36 or 73.5% are males. Comparatively, the available labor market statistics indicate males represent 37.4%.

Female Technicians. 13 females, working as technicians, comprise 26.5% of the total Board's workforce. Comparatively, local labor market statistics indicate females occupy 62.5% of the available workforce. **This represent a 36.0 % underutilization** of females in this job category.

Protective Service



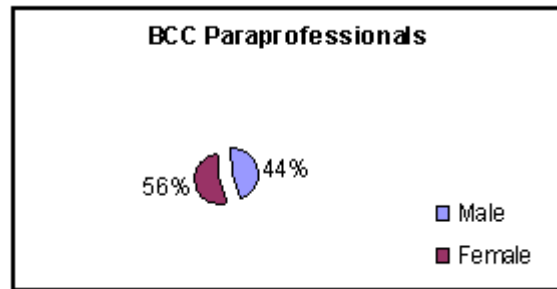
Male Protective Service. Of the 94 employees working in protective service positions, 69 or 73.4% are males. Comparatively, males represent 46.3% of the local labor market.

Female Protective Service. 25 or 26.6% of employees who occupy protective service positions are females. Comparatively, females makeup 53.7% of the available local labor market. **This represent a 27.1 % underutilization** of females in this job category.

Para-professionals

There is no comparative data in the labor market demographics to compare the Board's utilization of employees in this job category.

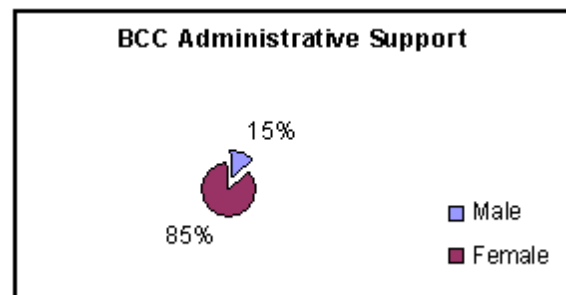
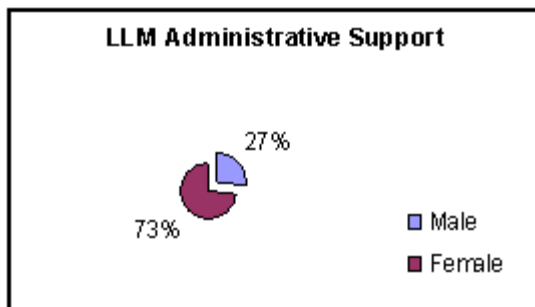
LLM has no data on this job category.



Male Para-professional. Of the 57 employees working in para-professionals positions, 25 or 43.9% are males.

Female Para-professional. 32 or 56.1% of the Board's workforce in this job category are females.

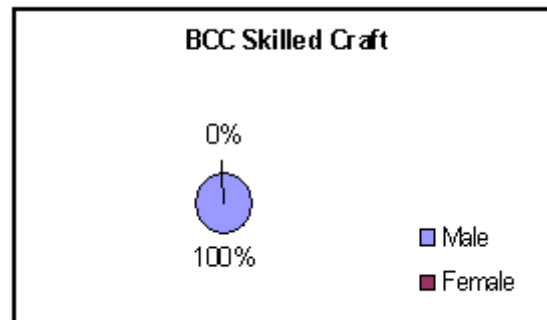
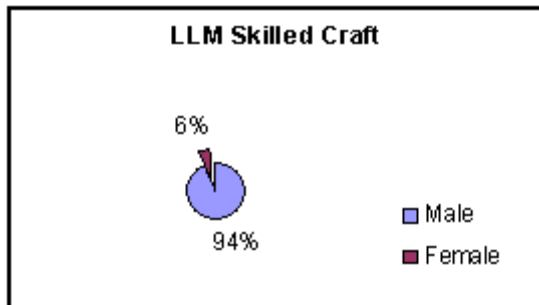
Administrative Support



Male Administrative Support. Of the 153 employees who occupy administrative support positions, 23 or 15.0% are males. Comparatively, the local labor demographics indicate that males occupy 27.1% of this job category.

Female Administrative Support. Females account for 130 or 85.0% of all administrative support workers in the Board's workforce. Females represent 72.9% of the local market in this job category.

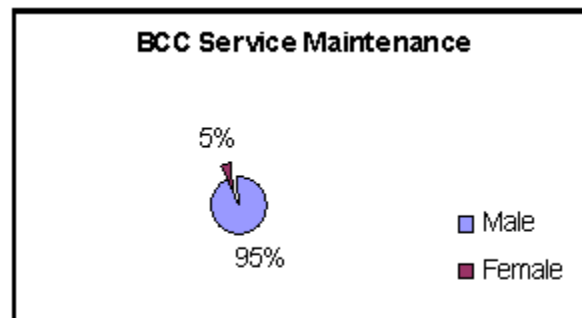
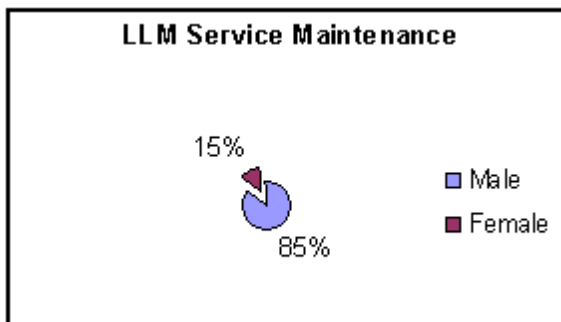
Skilled Craft



Male Skilled Craft. Of the 41 employees in the skill craft job class, males account for 100% of all the Board's workforce. Comparatively, males occupy 85.9% of the local labor market.

Female Skilled Craft. At the close of FY 2003-2004, there was no female employee working in this job category. Comparatively, females represent 6.1% of the local labor market.

Service Maintenance



Male Service Maintenance. Of the 154 employees who are service maintenance workers, 147 or 95.5% are males. Males represent 84.9% of the local labor market in this job category.

Female Service Maintenance. Seven (7) or 4.5% of employees who work in service maintenance positions are females. Females occupy 15.1% of these positions in the local labor market. **This represent a 10.6% underutilization of females in this job category.**

WORKFORCE REVIEW BY DEPARTMENTS

In 2003-2004, the Board organization reorganized into four major departments and offices - Management Services, Public Works, Public Services with the addition of Emergency Medical Service Division, Growth Management, and one Legislative office consisting of County Administration, Human Resources, County Legal, Office of Management & Budget/Risk Management, and Tourist Development. The Emergency Medical Service Division was activated in December 2003.

Table 3: Department of Public Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	5	0	0.0%	5	100.0%	0	0.0%		3	60.0%	2	40.0%
Professional	57	8	14.0%	46	80.7%	3	5.3%		14	24.6%	43	75.4%
Technicians	2	0	0.0%	2	100.0%	0	0.0%		2	100.0%	0	0.0%
Protective Service	63	6	9.5%	55	87.3%	2	3.2%		55	87.3%	8	12.7%
Para-professionals	34	13	38.2%	20	58.8%	1	2.9%		6	17.6%	28	82.4%
Admin. Support	92	40	43.5%	43	46.7%	9	9.8%		18	19.6%	74	80.4%
Serv. Maintenance	1	0	0.0%	1	100.0%		0.0%		0	0.0%	1	100.0%
Total	254	67	26.4%	172	67.7%	15	5.9%		98	38.6%	156	61.4%

Table 4: Department of Management Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	7	2	28.6%	5	71.4%	0	0.0%		3	42.9%	4	57.1%
Professional	38	5	13.2%	31	81.6%	2	5.3%		23	60.5%	15	39.5%
Technicians	24	3	12.5%	17	70.8%	4	16.7%		14	58.3%	10	41.7%
Protective Service	23	13	56.5%	9	39.1%	1	4.3%		7	30.4%	16	69.6%
Para-Professionals	1	1	100.0%	0	00.0%	0	0.0%		0	00.0%	1	100.0%
Admin. Support	15	8	53.3%	7	46.7%	0	0.0%		2	13.3%	13	86.7%
Skilled Craft	20	4	20.0%	16	80.0%	0	00.0%		20	100.0%	0	00.0%
Serv. Maintenance	9	5	55.6%	4	44.4%	0	00.0%		8	88.9%	1	11.1%
Total	137	41	29.9%	89	65.0%	7	5.1%		77	56.2%	60	43.8%

Table 5: Department of Public Works

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	7	1	14.3%	6	85.7%	0	0.0%		7	100.0%	0	0.0%
Professional	18	1	5.6%	15	83.3%	2	11.1%		11	61.1%	7	38.9%
Technicians	22	2	9.1%	20	90.9%	0	0.0%		19	86.4%	3	13.6%
Protective Service	8	1	12.5%	7	87.5%	0	0.0%		7	87.5%	1	12.5%
Para-professionals	3	0	0.0%	3	100.0%	0	0.0%		3	100.0%	0	0.0%
Admin. Support	14	2	14.3%	12	85.7%	0	0.0%		1	7.1%	13	92.9%
Skilled Craft	21	8	38.1%	13	61.9%	0	0.0%		21	100.0%	0	0.0%
Serv. Maintenance	144	87	60.4%	54	37.5%	3	2.1%		139	96.5%	5	3.5%
Total	237	102	43.0%	130	54.9%	5	2.1%		208	87.8%	29	12.2%

Table 6: Legislative

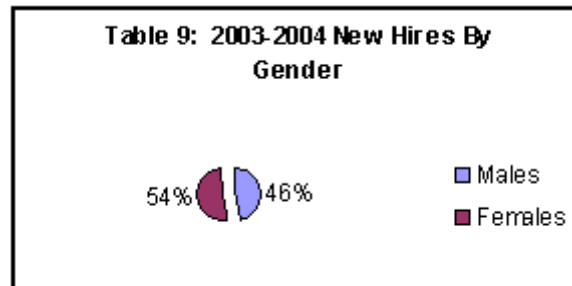
Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	5	1	20.0%	3	60.0%	1	20.0%		4	80.0%	1	20.0%
Professional	20	7	35.0%	13	65.0%	0	00.0%		7	35.0%	13	65.0%
Para professionals	3	1	33.3%	2	66.7%	0	00.0%		2	66.7%	1	33.3%
Admin. Support	16	6	37.5%	10	62.5%	0	0.0%		2	12.5%	14	87.5%
Total	44	15	34.1%	28	63.6%	1	2.3%		15	34.1%	29	65.9%

Table 7: Growth & Environmental Management

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	4	1	25.0%	3	75.0%	0	00.0%		4	100.0%	0	00.0%
Professional	22	4	18.2%	18	81.8%	0	00.0%		16	72.7%	6	27.3%
Technicians	1	1	100.0%	0	0.0%	0	0.0%		1	100.0%	0	00.0%
Para professionals	16	0	0.0%	16	100.0%	0	0.0%		14	87.5%	2	12.5%
Admin. Support	16	8	50.0%	8	50.0%	0	00.0%		0	00.0%	16	100.0%
Total	59	14	23.7%	45	76.3%	0	00.0%		35	59.3%	24	40.7%

INTERNAL PERSONNEL ACTIONS

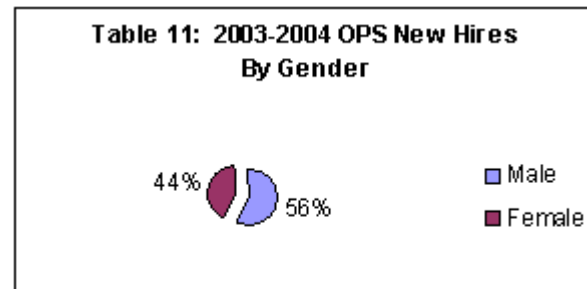
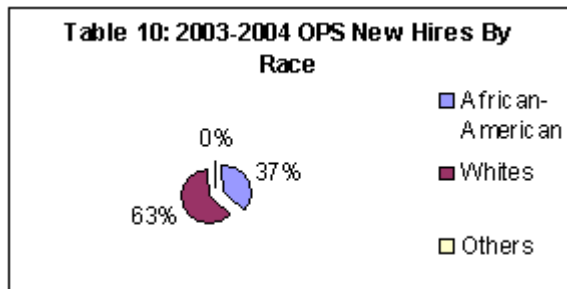
The Equal Employment Opportunity Program functions as an internal resource for review and possible reduction of race and sex-based claims of discrimination. One preventive method to meet this objective is to monitor internal personnel actions and to evaluate the impact of those actions on the various protected groups. Turnover is defined as all position change actions to include transfers, promotions, demotions, and terminations. For Fiscal



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including Other Personal Services (OPS) employees, was 32.9%. The turnover rate without OPS employees was 23.9%. The personnel actions discussed in this report will focus on new hires, promotions and terminations.

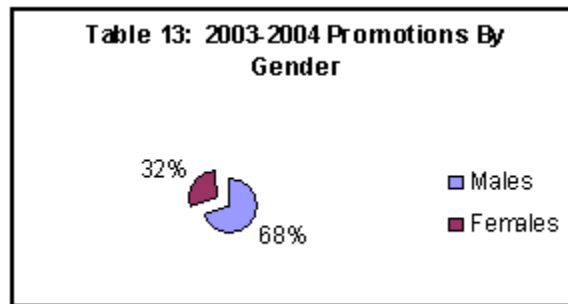
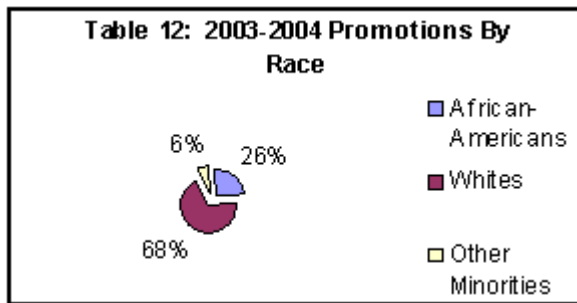
New Hires by Race and Gender



In
FY

2003-2004, Leon County brought 141 new employees into the workforce. African-Americans total 46 or 33%, Whites equal 86 or 61% of all new hires, while Nine(9) Other Minorities constitute the remaining 6% of new hires.

A review by gender reveals that females represent 76 or 54% and males account for the remaining 65 or 46% of all newly hired employees.



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ng the 141 new hires, twenty-seven (27) or 19 % (this number doesn't include youth summer hire) were Other Personal Service Employees (OPS). African Americans account for 10 or 37% and Whites account for 17 or 63%. There was no Other Minorities OPS new hire for 2003-2004.

In reviewing the same data by gender, males account for 56%, while females account for the remaining 44% of Other Personal Service employees.

Promotions by Race and Gender

In FY 2003-2004, Leon County promoted 47 employees. Twelve (12) African-Americans receive promotions which account for 26% of the total. Whites constitute thirty-two (32) employees or 68%. Other Minorities comprised of three (3) or 6% of the promotions during FY 2003-2004. The Board's workforce was 32.7% African Americans, 63.5% White, and 3.8% Other Minorities.

In reviewing the same statistics by gender, thirty-two (32) or 68% of the employees were males, while fifteen (15) or 32% were females.

Terminations By Race and Gender

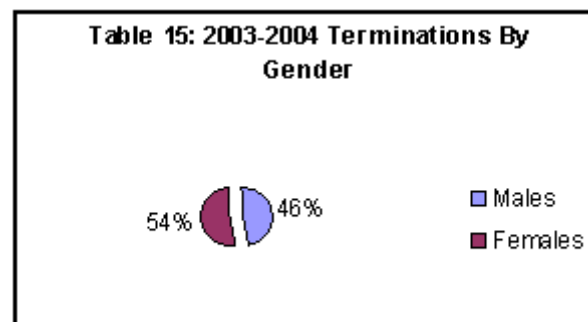
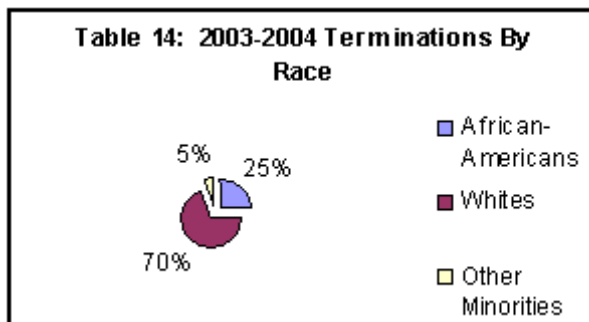
During Fiscal Year 2003-2004, 91 employees were terminated from the Leon County Board of County Commissioners' workforce. Twenty-three (23) or 25% were African-American employees, and sixty-three (63) or 70% were White employees. Five (5) Other Minorities represent the remaining 5% of the total employees terminated.

* Terminations include any separations from LCBCC employment to include retirement, school, seasonal service, constructive discharge, etc. Terminations do not include Other Personal Service (OPS) employees.

In reviewing the same statistics by gender, Forty-two (42) or 46% of employees were males, while forty-nine (49) or 54% were females.

WORKFORCE REVIEW BY PROGRAMS

The Board's organization consists of 54 program areas which operate within the four departments and one administrative office. Illustrations in tables on the following pages detail the distribution of employees by job class in the Leon County Board's structure.



Management Services - Support Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Professional	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	100.0%
Para-Professionals	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Total	3	1	33.3%	2	66.7%	0	00.0%		1	33.3%	2	66.7%

Cooperative Ext - 4-H & Other Youth

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	2	1	50.0%	1	50.0%	0	00.0%		1	50.0%	1	50.0%
Para-Professionals	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Admin. Support	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Total	4	3	75.0%	1	25.0%%	0	00.0%		1	25.0%	3	75.0%

Cooperative Ext - Env. Education

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professionals	3	0	00.0%	3	100.0%	0	00.0%		3	100.0%	0	00.0%
Admin. Support	3	1	33.3%	1	33.3%	1	33.3%		0	00.0%	3	100.0%
Total	7	1	14.3%	5	71.4%	1	14.3%		4	57.1%	3	42.9%

Cooperative Ext - Family & Consumer Services

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Professionals	3	0	00.0%	3	100.0%	0	00.0%		0	00.0%	3	100.0%
Admin. Support	1	0	00.0%	1	100.0%	0	0		0	00.0%	1	00.0%
Service Maint.	1	0	0.0%	1	100.0%	0	0.0%		0	00.0%	1	100.0%
Total	5	0	00.0%	5	100.0%	0	00.0%		0	00.0%	5	100.0%

Cooperative Ext - Smart Start Grant

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Professional	2	2	100.0%	0	0.00%	0	0.00%		0	00.0%	2	100.0%
Total	2	2	100.0%	0	00.0%	0	00.0%		0	00.0%	2	100.0%

County Administration

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Administrators	1	0	00.0%	0	00.0%	1	100.0%		1	100.0%	0	00.0%
Professionals	2	0	00.0%	2	100.0%	0	00.0%		0	00.0%	2	100.0%
Admin. Support	1	0	00.0%	1	00.0%	0	00.0%		0	00.0%	1	100.0%
Total	4	0	00.0%	3	75.0%	1	25.0%		1	25.0%	3	75.0%

County Attorney

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professional	5	1	20.0%	4	80.0%	0	00.0%		2	40.0%	3	60.0%
Para professionals	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Admin. Support	5	1	20.0%	4	80.0%	0	00.0%		0	00.0%	5	100.0%
Total	12	2	16.7%	10	83.3%	0	00.0%		3	25.0%	9	75.0%

County Commission Aide

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Admin. Support	7	3	42.9%	4	57.1%	0	00.0%		2	28.6%	5	71.4%
Total	7	3	42.9%	4	57.1%	0	00.0%		2	28.6%	5	71.4%

Emergency Medical Service

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Protective Service	63	6	9.5%	55	87.3%	2	3.3%		55	87.3%	8	12.7%
Admin. Support	6	2	33.3%	4	66.7%	0	00.0%		2	33.3%	3	66.7%
Total	69	8	11.6%	59	85.5%	2	2.9%		57	82.6%	12	17.4%

Facilities - Construction

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Professional	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Skill Craft	3	0	00.0%	3	100.0%	0	00.0%		3	100.0%	0	00.0%
Total	4	0	00.0%	4	100.0%	0	00.0%		4	100.0%	0	00.0%

Facilities - General Operations

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Technicians	1	1	100.0%	0	00.0%	0			0	00.0%	1	100.0%
Admin. Support	1	1	100.0%	0	00.0%	0	00.0%		1	100.0%	0	00.0%
Service Maint.	5	3	60.0%	2	40.0%	0	00.0%		4	80.0%	1	20.0%
Total	7	5	71.4%	2	28.6%	0	00.0%		5	71.4%	2	28.6%

Facilities - Maintenance

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professional	4	0	00.0%	4	100.0%	0	00.0%		3	75.0%	1	25.0%
Technicians	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Administrative	3	1	33.3%	2	66.7%	0	00.0%		0	00.0%	3	100.0%
Support	17	4	23.5%	13	76.5%	0	00.0%		17	100.0%	0	00.0%
Skill Craft												
Service Maintenance	1	1	100.0%	0	00.0%	0	0.0%		1	100.0%	0	00.0%
Total	27	6	22.2%	21	77.8%	0	00.0%		22	81.5%	5	18.5%

Fleet Management

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	1	100.0%	0	00.0%	0	00.0%		1	100.0%	0	00.0%
Admin. Support	2	0	00.0%	2	100.0%	0	00.0%		0	00.0%	2	100.0%
Skill Craft	7	2	28.6%	5	71.4%	0	00.0%		7	100.0%	0	00.0%
Total	10	3	30.0%	7	70.0%	0	00.0%		8	80.0%	1	20.0%

GEM - Building Inspection

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professional	4	1	25.0%	3	75.0%	0	00.0%		4	100.0%	0	00.0%
Para-Professional	7	0	00.0%	7	100.0%	0	00.0%		7	100.0%	0	00.0%
Administrative	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Support												
Total	13	2	15.4%	11	84.6%	0	00.0%		12	92.3%	1	7.7%

GEM - Dep Storage Tank

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Para-Professional	2	0	00.0%	2	100.0%	0	0 0.0%		2	100.0%	0	00.0%
Total	2	0	00.0%	2	100.0%	0	00.0%		2	100.0%	0	00.0%

GEM - Development Review

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professional	8	2	25.0%	6	75.0%	0	00.0%		6	75.0%	2	25.0%
Technicians	1	1	100.0%	0	0 0.0%	0	00.0%		1	100.0%	0	00.0%
Administrative Support	2	0	0.0%	2	100.0%	0	00.0%		0	00.0%	2	100.0%
Total	12	3	25.0%	9	75.0%	0	00.0%		8	66.7%	4	33.3%

GEM- Environmental Compliance

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Professional	7	0	00.0%	7	100.0%	0	00.0%		5	71.4%	2	28.6%
Para professionals	7	0	00.0%	7	100.0%	0	00.0%		5	71.4%	2	28.6%
Administrative Support	1	0	0.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Total	16	0	00.0%	16	100.0%	0	00.0%		11	68.8%	5	31.3%

GEM- Support Services

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Administrators	1	1	100.0%	0	00.0%	0	0 0.0%		1	100.0%	0	00.0%
Professional	3	1	33.3%	2	66.7%	0	00.0%		1	33.3%	2	66.7%
Admin. Support	12	7	58.3%	5	41.7%	0	00.0%		0	00.0%	12	100.0%
Total	16	9	56.3%	7	43.8%	0	00.0%		2	12.5%	14	87.5%

HHS - Housing Services

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Professionals	1	1	100.0%	0	00.0%	0	0 0.0%		0	00.0%	1	100.0%
Technicians	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Para professionals	2	2	100.0%	0	00.0%	0	00.0%		0	00.0%	2	100.0%
Admin. Support	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Total	5	4	80.0%	1	20.0%	0	00.0%		1	20.0%	4	80.0%

HHS - Human Services

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>
Professionals	1	1	100.0%	0	00.0%	0	0 0.0%		1	100.0%	0	00.0%
Total	1	1	100.0%	0	00.0%	0	00.0%		1	100.0%	0	00.0%

HHS - Primary Health Care MSTU

<u>Job Category</u>	<u>Total</u>	<u>African American</u>		<u>White</u>		<u>Other Minorities</u>			<u>Male</u>		<u>Female</u>	
		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>		<u>No.</u>	<u>%</u>	<u>No.</u>	<u>%</u>

Professionals	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Total	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%

Human Resources

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	1	100.0%	0	00.0%	0	0 0.0%		0	00.0%	1	100.0%
Professional	5	3	60.0%	2	40.0%	0	00.0%		2	40.0%	3	60.0%
Para professionals	2	1	50.0%	1	50.0%	0			2	100.0%	0	00.0%
Admin. Support	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Total	9	6	66.7%	3	33.3%	0	00.0%		4	44.4%	5	55.6%

Intergovernmental Affairs

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Professional	3	0	00.0%	3	100.0%	0	00.0%		1	33.3%	2	66.7%
Para-Professionals	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Admin. Support	3	1	33.3%	2	66.7%	0	00.0%		1	33.3%	2	66.7%
Total	8	1	12.5%	7	87.5%	0	00.0%		4	50.0%	4	50.0%

Library - Collection Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Para-Professional	8	5	62.5%	3	37.5%	0	00.0%		0	00.0%	8	100.0%
Admin Support	6	3	50.0%	3	50.0%	0	00.0%		2	33.3%	4	66.7%
Total	15	8	53.3%	7	46.7%	0	00.0%		3	20.0%	12	80.0%

Library - Extension Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	18	2	11.1%	15	83.3%	1	5.6%		2	11.1%	16	88.9%
Para-Professional	12	3	25.0%	8	66.7%	1	8.3%		1	8.3%	10	91.7%
Admin Support	36	14	38.9%	18	50.0%	4	11.1%		8	22.2%	28	77.8%
Total	66	19	28.8%	41	62.1%	6	9.1%		11	16.7%	55	83.3%

Library - Policy, Planning & Operation

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Professionals	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Para-Professional	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Admin Support	3	0	00.0%	3	100.0%	0	00.0%		0	00.0%	3	100.0%
Total	6	0	00.0%	6	100.0%	0	00.0%		1	16.7%	5	83.3%

Library - Public Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	18	0	00.0%	16	88.9%	2	11.1%		3	16.7%	15	83.3%
Para-Professional	7	2	28.6%	5	71.4%	0	00.0%		2	28.6%	5	71.4%
Admin Support	28	16	57.1%	8	28.6%	4	14.1%		5	17.9%	23	82.1%
Total	53	18	34.0%	29	54.7%	6	11.3%		10	18.9%	43	81.1%

M/WB Enterprise

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Total	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%

MIS -Geographic Information Services (GIS)

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professionals	8	0	00.0%	8	100.0%	0	00.0%		5	62.5%	3	37.5%
Technicians	4	0	00.0%	3	75.0%	1	25.0%		2	50.0%	2	50.0%
Total	13	0	00.0%	12	92.3%	1	7.7%		8	61.5%	5	38.5%

Management Information Services (MIS)

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Professionals	23	5	21.7%	16	69.6%	2	8.7%		12	52.2%	11	47.8%
Technicians	18	2	11.1%	13	72.2%	3	16.7%		12	66.7%	6	33.3%
Admin Support	3	3	100.0%	0	00.0%	0	00.0%		0	00.0%	3	100.0%
Total	45	10	22.2%	30	66.7%	5	11.1%		24	53.3%	21	46.7%

Office of Management & Budget (OMB)

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professionals	7	2	28.6%	5	71.4%	0	00.0%		3	42.9%	4	57.1%
Admin Support	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Total	9	3	33.3%	6	66.7%	0	00.0%		4	44.4%	5	55.6%

PW- Animal Control

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Protective Service	6	1	16.7%	5	83.3%	0	00.0%		5	83.3%	1	16.7%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Total	7	1	14.3%	6	85.7%	0	00.0%		5	71.4%	2	28.6%

PW - Engineering Serv/Engineering Design

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professionals	10	1	10.0%	7	70.0%	2	20.0%		7	70.0%	3	30.0%
Technicians	19	2	10.5%	17	89.5%	0	00.0%		16	84.2%	3	15.8%
Admin Support	2	0	00.0%	2	100.0%	0	00.0%		0	00.0%	2	100.0%
Total	32	3	9.4%	27	84.4%	2	6.3%		24	75.0%	8	25.0%

PW -Mosquito Control

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Protective Service	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Para-Professional	3	0	00.0%	3	100.0%	0	00.0%		3	100.0%	0	00.0%
Admin Support	2	0	00.0%	2	100.0%	0	00.0%		1	50.0%	1	50.0%
Total	7	0	00.0%	7	100.0%	0	00.0%		6	85.7%	1	14.3%

PW - Mosquito Control Stormwater

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Protective Service	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Skill Craft	3	1	33.3%	2	66.7%	0	00.0%		3	100.0%	0	00.0%
Service/Maintenance	14	9	64.3%	5	35.7%	0	00.0%		14	100.0%	0	00.0%
Total	18	10	55.6%	8	44.4%	0	00.0%		18	100.0%	0	00.0%

PW - Operations - Altern Stabilization

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Skill Craft	2	2	100.0%	0	00.0%	0	00.0%		2	100.0%	0	00.0%
Service/Maintenance	8	6	75.0%	1	12.5%	1	12.5%		8	100.0%	0	00.0%
Total	10	8	80.04%	1	10.0%	1	10.0%		10	100.0%	0	00.0%

PW - Operations Right-of-Way

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Service/Maintenance	19	7	36.8%	12	63.2%	0	00.0%		19	100.0%	0	00.0%
Total	20	7	35.0%	13	65.0%	0	00.0%		20	100.0%	0	00.0%

PW - Operations Stormwater Maintenance

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Technicians	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Skill Craft	6	2	33.3%	4	66.7%	0	00.0%		6	100.0%	0	00.0%
Service/Maintenance	36	26	72.2%	9	25.0%	1	2.8%		34	94.4%	2	5.6%
Total	45	28	62.2%	16	35.6%	1	2.2%		42	93.3%	3	6.7%

PW - Operations Transportation Maintenance

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Technicians	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Skill Craft	2	1	50.0%	1	50.0%	0	00.0%		2	100.0%	0	00.0%
Service/Maintenance	23	19	82.6%	4	17.4%	0	00.0%		22	95.7%	1	4.3%
Total	28	20	71.4%	8	28.6%	0	00.0%		26	92.9%	2	7.1%

PW - Parks & Recreation Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Professionals	2	0	00.0%	2	100.0%	0	00.0%		1	50.0%	1	50.0%
Skill Craft	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Service/Maintenance	14	2	14.3%	11	78.6%	1	7.1%		14	100.0%	0	00.0%
Total	18	2	11.1%	15	83.3%	1	5.6%		17	94.4%	1	5.6%

PW - Solid Waste Management

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Admin. Support	1	0	00.0%	1	100.0%	0	0 0.0%		0	00.0%	1	100.0%
Service/Maintenance	10	6	60.0%	4	40.0%	0	00.0%		10	100.0%	0	00.0%
Total	12	6	50.0%	6	50.0%	0	00.0%		10	83.3%	2	16.7%

PW - Solid Waste Hazardous Waste Management

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Technicians	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Total	2	0	00.0%	2	100.0%	0	00.0%		2	100.0%	0	00.0%

PW - Solid Waste Rural Waste Collection

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Service/Maintenance	8	6	75.0%	2	25.0%	0	0 0.0%		7	87.5%	1	12.5%
Total	8	6	75.0%	2	25.0%	0	0 0.0%		7	87.5%	1	12.5%

PW - Solid Waste Transfer Station

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Admin Support	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Service/Maintenance	12	6	50.0%	6	50.0%	0	00.0%		11	91.7%	1	8.3%
Total	14	7	50.0%	7	50.0%	0	00.0%		12	85.7%	2	14.3%

Planning Department

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Professionals	3	1	33.3%	2	66.7%	0	0 0.0%		1	33.3%	2	66.7%
Technicians	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Total	5	1	20.0%	4	80.0%	0	00.0%		2	40.0%	3	60.0%

Probation

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	1	100.0%	0	00.0%	0	0 0.0%		0	00.0%	1	100.0%
Protective Service	12	5	41.7%	6	50.0%	1	8.3%		3	25.0%	9	75.0%
Admin Support	4	3	75.0%	1	25.0%	0	00.0%		0	00.0%	4	100.0%
Total	17	9	52.9%	7	41.2%	1	5.9%		3	17.6%	14	82.4%

Probation - Pre-Trial Byrne Enhanced

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Protective Service	2	2	100.0%	0	00.0%	0	0 0.0%		1	50.0%	1	50.0%
Total	2	2	100.0%	0	00.0%	0	0 0.0%		1	50.0%	1	50.0%

Probation - Pre-Trial Release

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Protective Service	9	6	66.7%	3	33.3%	0	0 0.0%		3	33.3%	6	66.7%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Total	10	6	60.0%	4	40.0%	0	00.0%		3	30.0%	7	70.0%

PW - Support Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Professionals	2	0	00.0%	2	100.0%	0	00.0%		0	00.0%	1	100.0%
Admin Support	3	1	33.3%	2	66.7%	0	00.0%		0	00.0%	3	100.0%
Total	6	1	16.7%	5	83.3%	0	00.0%		1	16.7%	5	83.3%

Purchasing - Procurement

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Professionals	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Total	3	0	00.0%	3	100.0%	0	00.0%		2	66.7%	1	33.3%

Purchasing - Property Control

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Service/Maintenance	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Total	2	0	00.0%	2	100.0%	0	00.0%		1	50.0%	1	50.0%

Purchasing - Warehouse

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Admin Support	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Service Maintenance	2	1	50.0%	1	50.0%	0	00.0%		2	100.0%	0	00.0%
Total	3	1	33.3%	2	66.7%	0	00.0%		3	100.0%	0	100.0%

Tourist Development

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Professionals	1	1	100.0%	0	00.0%	0	00.0%		0	00.0%	1	100.0%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Total	3	1	33.3%	2	66.7%	0	00.0%		1	33.3%	2	66.7%

Veterans Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		1	100.0%	0	00.0%
Para-Professionals	1	0	00.0%	1	100.0%	0	00.0%		1	100.0%	0	00.0%
Admin Support	2	1	50.0%	1	50.0%	0	00.0%		0	00.0%	2	100.0%
Total	4	1	25.0%	3	75.0%	0	00.0%		2	50.0%	2	50.0%

Volunteer Services

Job Category	Total	African American		White		Other Minorities			Male		Female	
		No.	%	No.	%	No.	%		No.	%	No.	%
Administrators	1	0	00.0%	1	100.0%	0	0 0.0%		0	00.0%	1	100.0%
Para-Professionals	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Admin Support	1	0	00.0%	1	100.0%	0	00.0%		0	00.0%	1	100.0%
Total	3	0	00.0%	3	100.0%	0	00.0%		0	00.0%	3	100.0%

RECOMMENDATIONS FOR UNDERUTILIZATION

Affirmative Action goals are established to improve job opportunities for those groups who, in the eyes of Congress and the courts, have borne the brunt of discriminatory employment practices. Included in these groups are African-Americans, women, and other racial and ethnic minorities such as Hispanics, Native Americans, and Asians, to name a few. Individuals with Disabilities and Veterans have also been identified with these groups. Underutilization of these protected groups is revealed through comparison of local market availability and an agency's employment or utilization of those groups. The objective of this process is to create parity. The affirmative action goals identified below represent job classes within the Board's workforce where utilization is more than 10% above the local labor market's availability of the protected groups.

If disparity is found, Leon County is charged with the responsibility of setting in place programs and other affirmative efforts to remedy the disparity. In analyzing the above, the following recommendations for concentrated affirmative action efforts are submitted for the Board's consideration:

1. **African-Americans Technicians.** Reclassification and other efforts to align job categories in the overall board structure have increased the percentage of underutilization in this job category. Within the Board's workforce, six (6) African-Americans occupy technician positions. Special recruitment and other innovative initiatives efforts are being used to address underutilization in this job category which represents a 12.3% underutilization for African-Americans. The goal, for fiscal year 2003-2004, is two (2).
2. **African American Protective Service.** Reclassification and other efforts to align job categories in the overall board structure have increased the percentage of underutilization in this job category. Within the Board's workforce, 20 African-Americans occupy technician positions which represents an underutilization of 16.7% for African-Americans in Protective Service positions. The goal, for FY 2003-2004, is three (3).
3. **Female Administrators.** In the Leon County's workforce, Females represent 25.0% of Administrator positions. The Administrators' market continue to be an area of focus for special recruitment and other innovative initiatives, however, attrition is the driving force in determining the ability to address underutilization in this job category. This represents an underutilization of 17.2% for females in this job category. The goal, for FY 2003-2004, is two (2).
4. **Female Technicians.** Reclassification and other efforts to align job categories in the overall board structure have increased the percentage of underutilization in this job category. Within the Boards' workforce, 13 females occupy technician positions, representing 26.5% of the Board's workforce. This represents an underutilization of 36.0%. The goal, for FY2003-2004, is two (2).
5. **Female Protective Service.** Leon County's utilization of Females in Protective Service positions is 25.8% while females comprise 53.7% in the Local Labor Market. The Protective Service market for females continues to be an area of focus for special recruitment, cross-training, and other innovative initiatives. This represent a 27.1% underutilization of females in this job category. The goal, for FY2003-2004, is two (2).

6. Female Service Maintenance. Leon County's utilization of Females in Service Maintenance positions is 4.5% while females occupy 15.1% in the local labor market. Continuous focus is given to special recruitment, shadowing, cross-training and other innovative initiatives to address underutilization in this job category. Underutilization of Female in Service Maintenance positions is 10.6%. The goal, for FY 2003-2004, is two (2).

Listed below are additional steps taken by the Employee Relations Coordinator of the Human Resources Division:

- ☞ Participate in recruitment efforts with Job Fairs, Job Opportunity Centers and Local Job Placement Centers.
- ☞ Provide Quarterly reporting of hiring process efforts to County Administrator and Department Directors with emphasis on underutilization goals.
- ☞ Continuous collaborative efforts between the Recruitment Coordinator and the Employee Relations Coordinator in special recruitment efforts.
- ☞ Encourage managers to advocate and ensure employees take advantage of the training available within the agency including tuition assistance and tuition reimbursement programs.
- ☞ Enhance outreach efforts: job posting on the internet, in professional publications, at county's placement agencies, and community colleges to attract females and minority graduates for considerations in entry-level skill laborers and professional positions.

DISSEMINATION:

- ☞ The statement "An Affirmative Action/Equal Opportunity Employer" is placed on all Leon County Board of County Commissioners official correspondence and job opportunity advertisements.
- ☞ A copy of the Equal Opportunity/Affirmative Action Report is disseminated to all County Libraries, departments and divisions. The general public may request copies from the Human Resources Division's Employee Relations Office.
- ☞ Equal Opportunity training is available to all Board employees.

